



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<b>Transportation Services, State Schools</b>		
Policy Number:	<b>SS-4013 ED</b>		
Release Date:	<b>07-13-06</b>	Last Revised:	<b>06-26-08</b>

### Purpose

To establish administrative procedures by which the transportation system for each of the State Schools is managed.

### Applicability

This policy applies to the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

### Policy

The School Director shall ensure that each State School has developed and is maintaining proper and appropriate transportation system management.

### General Provisions

1. Student bus safety instruction should be scheduled as required by state laws and rules.
2. The School Director or designee shall be responsible for providing a safe unobstructed area for buses to enter, load or unload and exit the school.
3. Students will only ride on assigned buses and enter and exit at their designated stops; no student shall be transported on a bus other than their designated bus or a bus operated by the State Schools unless there is written parent approval. Coordination of the change in mode of transportation is between the parent and the local school system or other entities including parents or groups for social functions.
4. Continued driver safety instruction and safety workshops shall be the responsibility of the State Schools for State Schools' bus drivers.
5. Each school shall maintain all State Schools school buses and activity buses, and perform scheduled monthly inspections as required by the State Department of Education.

6. Each school should have procedures in place to document student arrival on campus whether transported by the local school system, the family or another source. The school is responsible for student supervision until the student boards the transportation vehicle provided by the local school system or the parent. Therefore, the schools should have procedures in place to ensure students safely board the appropriate vehicle upon dismissal from school. Students shall not be allowed to board any vehicle when the driver or other responsible adult is not present.
7. The school is responsible for supervision of the student until the student boards the transportation vehicle provided by the school system, or is released to the authorized adult. Each school shall develop internal procedures for where and when students are dropped off at school or picked up to go home during the school week and weekend homecomings/returns.
8. The local school system bus driver has the responsibility for maintaining and supervising order and discipline on the bus. Transportation is a related service under federal IDEA law. The local school system and not the State School shall decide consequences for disciplinary actions.
9. Schools must develop guidelines for students who are eligible to drive their own vehicles to school or use public transportation.

\* At the start of each school year, parents/guardians must indicate a primary mode of transportation for each student. If the primary mode is adjusted or a change is needed, advanced notice must be provided to AASD in writing by the parent/guardian. AASD shall contact the parent/guardian of the student regardless of the student's age if written approval is not provided.